

DENTAL PROGRAM PERMITTING EVENT CODES/DATES

EFFECTIVE DATES RULES: **STANDARD**

First day of the month after the STD. 692 is received by the employing department. Example: Received 3/5 Effective 4/1

MANDATORY

First day of the month following the event.

NEW ENROLLMENTS

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New employee/eligible appointment, reinstatement from retirement, transfer from State Fair districts or Legislative branches	01	Appointment Date	Standard	60 days from appointment date
Enrollment of self, or self and dependents, after coverage as a dependent terminates for <u>any reason</u> (e.g., divorce, loss of spouse, etc.) except voluntary cancellations	05	Date other coverage ended	Mandatory	60 days from event
Enrollment of employee who was off active pay status during entire open enrollment period (includes return from military leave)	07	Date of return to pay status	Standard	60 days from return to active pay status
Enroll or change from prepaid to indemnity plan after completion of required prepaid restriction period (includes CAHP and CCPOA plans)	08	Date prepaid restriction period ends	Standard	60 days from date prepaid restriction period ends

DENTAL PROGRAM
FAMILY MEMBER ADDITIONS

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Add upon return to active pay status after being off during entire open enrollment period (includes return from military leave)	15a	Date of return to pay status	Standard	60 days from event
Change of custody or adding child who has become economically dependent on employee including economic dependency created through a court order.	16	Date of custody change or economically dependent child is acquired	Standard	60 days from event
New spouse, domestic partner and/or stepchild to a <u>one</u> party enrollment**	17a	Date family member acquired	Standard	60 days from event
Spouse, domestic partner and/or dependents that lost coverage to a <u>one</u> party enrollment (except voluntary cancellations) (*)	17b	Date other coverage ended	Mandatory	60 days from event
Return from military leave	18	Date of return	Standard	60 days from event
Newborn, adopted child, or a child at age 3 to a <u>one</u> party enrollment	19	Date of birth, physical custody or 3rd birthday	Standard	60 days from event
New spouse, domestic partner and/or stepchild to a <u>two or more</u> party enrollment**	21a	Date family member acquired	Standard	60 days from event
Spouse, domestic partner and/or dependents that lost coverage to a <u>two or more</u> party enrollment (except voluntary cancellations) (*)	21b	Date other coverage ended	Mandatory	60 days from event
Newborn, adopted child, or a child at age 3 to a <u>two or more</u> party enrollment	22a	Date of birth, physical custody or 3rd birthday	Standard	60 days from event

*For the addition of domestic partners who are considered “economic dependents” for tax purposes, when this partner is added to benefits, the party code must also be changed from a 2 party code to the “A” code and from a 3 party (denotes 3 or more party code) to a “B” code.

**DENTAL PROGRAM
DELETION OF CHILDREN**

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Change in custody	23a	Date custody changed	Mandatory (*)	No time limit
Obtains other group coverage (NOT State-sponsored plan)	23b	Date other coverage begins	Standard	No time limit
Child's 18th birthday (Voluntary deletion)	23c	18th birthday	Standard	No time limit up to age 23
Child entering military service	26a	Date of entry	Mandatory (*)	No time limit
Marriage of child (Mandatory Deletion)	26b	Date of marriage	Mandatory (*)	No time limit
Death of child (Mandatory Deletion)	26c	Date of death	Mandatory (*)	No time limit
Child's 23rd birthday, unless disabled (Mandatory Deletion)	26d	23rd birthday	Mandatory (*)	No time limit
Child enrolling as an employee in State-sponsored dental plan (Mandatory Deletion)	26e	Day before new coverage begins	Mandatory (*)	No time limit
Child no longer economically dependent (Mandatory Deletion)	26f	Date of change in dependency	Mandatory (*)	No time limit
Child under age 3 (may not re-enroll until open enrollment or age 3)	26g	Date document signed	Standard	Up to age 3

(*) No time limit but document should be processed promptly. Employees will be responsible for any claims incurred on or after the effective date for retroactive mandatory deletions.

**DENTAL PROGRAM
DELETION OF SPOUSE**

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Spouse or domestic partner obtains other group coverage (NOT State-sponsored plan)	24a	Date other coverage begins	Standard	No time limit
Spouse or domestic partner moves out of household (may not re-enroll as dependent until open enrollment)	24b	Date of move	Standard	No time limit (spouse not eligible for COBRA)
Divorce or termination of a domestic partnership (Mandatory Deletion) (May include deletion of step children [divorce] or comically dependent children [Domestic Partnership] on same document)	27a	Date of divorce	Mandatory (*) (**)	No time limit (spouse eligible for COBRA)
Death of Spouse (Mandatory Deletion)	27b	Date of Death	Mandatory(*)	No time limit
Spouse or domestic partner entering military service	27c	Date of entry	Standard	No time limit
Spouse or domestic partner enrolling as an employee in a State-sponsored plan (Mandatory Deletion)	27d	Day before new coverage begins	Mandatory (*)	No time limit

(*) No time limit but document should be processed promptly. Employees will be responsible for any claims incurred on or after the effective date for retroactive mandatory deletions.

(**) Requires copy of final divorce decree, dissolution of marriage court document, or termination of domestic partnership documentation, which should be maintained in the employee's personnel folder.

DENTAL PROGRAM
PERMANENT INTERMITTENT - ENROLLMENT/CANCELLATION

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New enrollment	04	June 30 or December 31	First of the month after the STD. 692 is received by the employing department. (NOTE: Effective date can be no earlier than February 1 or August 1)	60 days from the end of the control period
Employee Appointed P.I. reinstatement from retirement to active P.I. employment status	04a	Date of reinstatement from retirement	First of the month following reinstatement date	60 days from reinstatement date
Cancellation due to loss of eligibility	39	June 30 or December 31	August 1 or February 1	60 days from the event (eligible for COBRA)

DENTAL PROGRAM
MISCELLANEOUS DELETIONS AND ENROLLMENT

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Deleting <u>all</u> family members (no reason for request needed) (*)	25	Date STD. 692 signed	Standard	No time limit
Employee and/or dependent enrolled but not eligible or dual and/or split coverage exists	42	Date of original enrollment or dual and/or split coverage Began	Date of original enrollment or dual and/or split coverage	No time limit
Newly hired eligible employees terminated due to layoff then re-hired within 36 months under stated policy conditions	01a	Date of Rehire	Standard	60 Days from rehire date

(*) Employee may not re-enroll dependents until open enrollment period.

DENTAL PROGRAM
CHANGE OF DENTAL PLAN

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Upon return to active pay status after being off during the entire open enrollment period	31	Date of return to active pay status	Standard	60 days from event
Moving <u>out of</u> group practice plan or service cancellation	34	Date of move or service change	Standard	31 days prior to move; no time limit after move
Moving into group practice plan service area or service added	35	Date of move or service change	Standard	31 days prior to event; 60 days after event
Change in bargaining unit or employee designation and new dental plan options available or change required (*)	40	Effective date of change	Standard	No time limit

(*) No time limit but document should be processed promptly. The Personnel should ensure that employee's who transfer in from another department or have a CBID change are enrolled in the correct dental plan based on their CBID, e.g., State Plan or Union Plan.

DENTAL PROGRAM

OPEN ENROLLMENT PERIOD

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
New Enrollment	03	First day of open enrollment period for all open enrollment transactions.	January 1st of the following year for all open enrollment transactions	Refer to specific open enrollment instructions which are provided to departments prior to the open enrollment period.
Addition/deletion of a dependent(s) (*)	15			
Change of plan	28			
Change of plan <u>and</u> addition/deletion of dependent(s) (*)	29			

(*) Can be processed on one enrollment form.

(**) To be used when an employee completes the three year dental commitment under the FlexElect Program.

DENTAL PROGRAM

CANCELLATION OF ALL COVERAGE

Permitting Event	Permitting Event Code	Permitting Event Date	Effective Date of Action	Time Limit to File Document
Voluntary	36a	Date signed	Standard (*)	No time limit
Employment status changes to less than one-half time	38	Date status changes	1st day of the <u>second</u> month following the event	No time limit (eligible for COBRA)

(*) Employees who voluntarily cancel dental coverage may not re-enroll in a dental plan until a dental open enrollment period, unless there is a family status change. If employee is enrolling in FlexElect Dental Cash Option, then the cancellation effective date **must be** the same as the FlexElect effective date.

